

DDS&T-5187-81
16 November 1981

MEMORANDUM FOR: Chief, Classification Review Division, OIS

FROM: [REDACTED]

Chief, Administrative Staff, DDS&T

SUBJECT: Request for DDS&T Inactive Records

1. The Directorate recognizes the need by Classification Review personnel to review inactive DDS&T records held at the Agency Records Center. While we have been able to handle the infrequent requests on an informal basis, the recent increase in review activity dictates that more formal procedures be used in the future. This will insure that the appropriate information on the review is documented for future use.

2. We ask, therefore, that all requests to review DDS&T records be submitted in writing. The requests should originate in or be sent through your S&T branch prior to being sent to the respective S&T office RMO. This memorandum should indicate the personnel, with their access approvals, who will have access to the records. If you have any further questions regarding this matter, please contact [REDACTED] DDS&T/RMO, [REDACTED]

[REDACTED]

[REDACTED]



ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Request for DDS&T Inactive Records

FROM:

C/AS/DDS&T

EXTENSION

NO.

DDS&T-5187-81

DATE

16 November 1981

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Chief, Classification
Review Division, OIS
Rm 211 Key Bldg

17 Nov 81

2. C/INT

25 Nov 81

3. C/ST

11/17/81

4. C/CRD

25 Nov 81

5. JOAN

FILE DDS&T GUIDELINES.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.